

Guide to Downloading Submitted Application Forms and Supporting Documents

1. Access the Portal

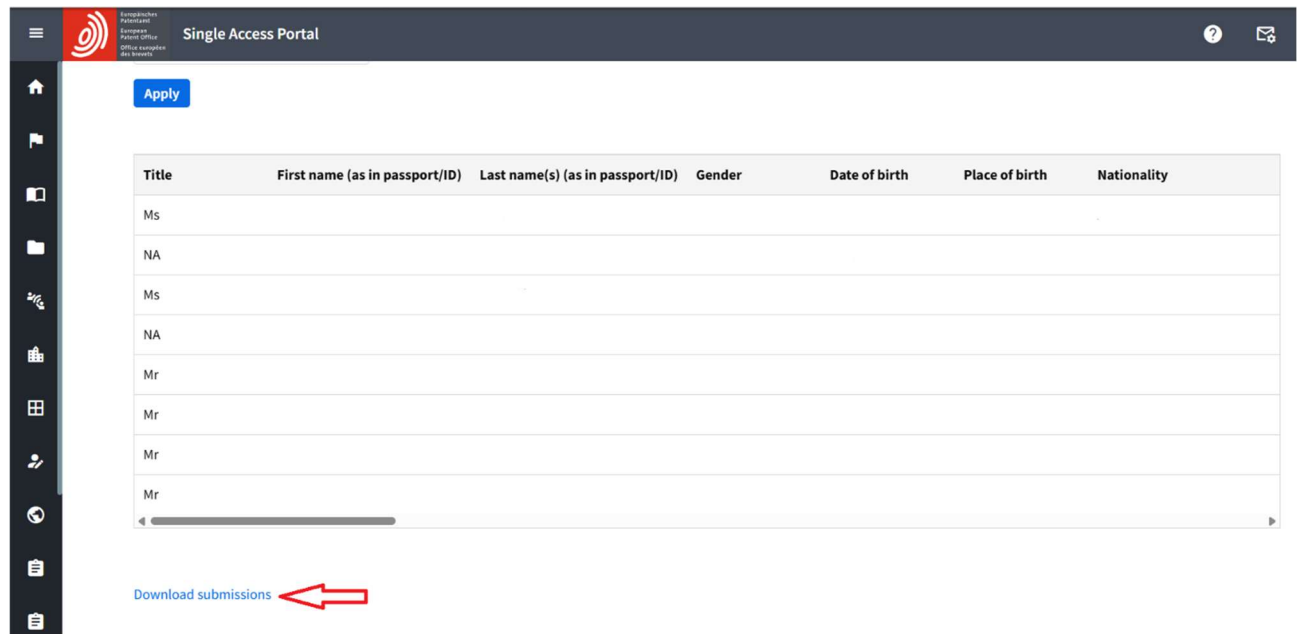
Go to the Single Access Portal of your National Patent Office using the following [link](#) on the SAP tool.

2. Log In

Log in using your credentials.

3. View Candidate Information

After logging in, you will see a list of candidates along with their personal details from the application form.



The screenshot shows the 'Single Access Portal' interface. At the top, there is a header with the logo and the text 'Single Access Portal'. Below the header, there is a sidebar with various icons. The main content area displays a table with the following columns: Title, First name (as in passport/ID), Last name(s) (as in passport/ID), Gender, Date of birth, Place of birth, and Nationality. The table contains several rows of candidate data. Below the table, there is a link labeled 'Download submissions' with a red arrow pointing to it.

Title	First name (as in passport/ID)	Last name(s) (as in passport/ID)	Gender	Date of birth	Place of birth	Nationality
Ms						
NA						
Ms						
NA						
Mr						
Mr						
Mr						
Mr						

[Download submissions](#)

4. Download Application Form

- You can download the submitted candidate's application forms in pivot format as a **CSV** file.
- To open it in Excel, save the CSV file and open it with Excel.

Note: The page will display candidate data only if submissions have been made.

5. Download Supporting Documents

By scrolling to the far right of the table listing the personal details, you will find the documents submitted by each candidate. These must include:

- Motivation letter
- Support letter
- Proof of permanent residency
- CV
- Proof of enrolment

Click on the document name to download it in **PDF** format.

